



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
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TRARONEIGHTSIXINST 1500.1B
N8
13 Oct 16

TRARON EIGHT SIX INSTRUCTION 1500.1B

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: STUDENT MONITORING STATUS (SMS) PROCEDURES

Ref: (a) CNATRAININST 1500.4H
(b) CNATRAININST 1542.164A

Encl: (1) Event Failure, SMS and Progress Check Policy
(2) SMS Supplementary Jacket Form

1. Purpose. Per reference (a), the Student Monitoring Status program is designed to focus supervisory attention on a student's progress in training, specific deficiencies and potential to complete the program. As a result, VT-86 expands the scope of the SMS program in order to identify students who are at risk of becoming marginal performers. The SMS program shall not, nor is it intended to, be used as a punitive measure.

2. Cancellation. TRARONEIGHTSIXINST 1500.1A

3. General. This instruction provides guidance to all VT-86 personnel and highlights specific squadron procedures designed to ensure compliance with references (a) and (b). VT-86 expects all instructors to participate in the training and mentoring of all flight students. VT-86 Class Advisors play a key role in monitoring student progress to ensure the command can accurately assess a student's potential to complete the program. In addition, the term "Flight Leader," per reference (a) and (b), shall refer to the Student Control (STUCON) Officer or Schedules Officer. The Assistant STUCON Officer may fill the role of STUCON Officer in any capacity per this instruction.

4. Action. Upon check-in to VT-86, all students shall be briefed upon this policy and be provided copies of enclosure (1) to be signed and retained in their Aviation Training Jacket (ATJ). All personnel, including Reserve, Associate, and Contract employees shall comply with the contents of this instruction.

5. Student Monitoring Status

a. The objective of SMS is to focus supervisory attention to a Naval Flight Student's (NFS) progress in training, specific deficiencies, and potential to complete the program. It may also be applied to students who require supervisory attention while trying to resolve personal issues.

b. SMS is intended as a short-term program to address specific performance deficiencies within a block or stage of training. SMS requires specific performance goals be met within a specified period. Specific goals shall be related to training standards. Training goals and a specific period, to include events, shall be annotated on a supplemental Aviation Training Form (ATF) in the NFS's ATJ utilizing enclosure (2).

c. A student shall be placed on SMS to address sub-standard or marginal performance. The Operations Officer (OPSO) or above can direct a NFS be placed on SMS when the student's potential to complete the syllabus is in question.

d. SMS Triggers. Per references (a) any NFS who receives two UNSATs in a block of training or three UNSATs within a phase of training [excluding extra training (XXX87) or Warm-Up (XXX86) events], **shall** be placed on SMS. In order to identify marginal performers, students assigned to VT-86 **shall** be placed on SMS if any of the following triggers occur:

(1) Arrive at VT-86 with four or more UNSATS in Primary and/or Intermediate phase.

(2) Failure of two academic quizzes.

(3) Receives a Ready Room UNSAT (RRU)*

(4) Fails any event that requires a progress check, e.g., failed check ride, second consecutive failure, third failure in block, or failed Initial Progress Check (IPC).*

(5) As directed by the OPSO or above. The OPSO will consider any instructor recommendation for SMS due to academic, flight, or personal issues requiring supervisory attention.

* If the student has had no prior UNSATS, the instructor may elect to not place the student on SMS.

e. SMS Administration. The STUCON Officer, Schedules Officer, or Class Advisor shall be responsible for administering students to SMS. SMS assignment shall be documented on a SMS Supplementary Jacket Form, enclosure (2). All SMS-related documentation shall be completed on blue paper. Utilizing enclosure (2), the administering officer shall brief the student on all SMS goals, requirements, and procedures outlined in this instruction including:

(1) Brief the NFS on the trigger and reason for their SMS assignment. Ensure that the correct trigger and stage blocks are checked, and if applicable, that the correct event code is noted in the appropriate line.

(2) The NFS shall be briefed on the period of SMS assignment. Typically, this period shall end upon completion of a specific event, but SMS may be assigned for a specific length of time. If the period ends on an event, ensure that the event code is noted. If the SMS period ends on another requirement, either put a date on that line or explain the reasoning for the period on the SMS Goals lines.

(3) Brief the NFS on all SMS requirements. These may include, but are not limited to:

(a) Specific scheduling restrictions (if any) and annotate those restrictions on the SMS supplementary ATF.

(b) Flight suit wear as outlined in paragraph 6 of this instruction.

(c) SMS muster procedures as outlined in paragraph 6 of this instruction.

(4) The NFS shall sign and date the SMS assignment Supplementary Jacket Form, enclosure (2).

(5) The student's signature acknowledges that they have read, and fully understand all SMS procedures and requirements. The administering officer will then sign the same form. The administering officer will make a copy of the form, on blue paper, and give the copy to the NFS to be placed in his or her junk jacket. In addition, a copy of the SMS Guidance Form, enclosure (2) will be printed on yellow paper and placed on the left side of the junk jacket. The original signed form shall be placed in the SMS Binder located in STUCON under the ACTIVE SMS tab. The NFS shall not be given the original paperwork for any reason. The above procedures should be accomplished before the close of business on the day of the failure. If that failure occurred late in the day and the procedure cannot be accomplished that day, they must be completed at the earliest possible time the following day.

f. SMS Goals. The administering officer shall determine achievable, specific goals for the student to achieve. SMS goals shall be tailored to correct specific deficiencies, and shall be designed to address causes of marginal performance. These goals shall be annotated on enclosure (2). Some examples of SMS goals are given:

(1) Meet with Class Advisor twice per week.

(2) X hours of simulator practice per week.

(3) Emergency procedures examination coordinated with NATOPS and administered by the STUCON Officer once per week.

(4) Observe a brief, simulator event, etc.

g. ATJ Reviews. The STUCON Officer will conduct weekly ATJ reviews for students on SMS. Annotate completion of the review on the student's jacket review card.

h. SMS Extension. SMS may be extended beyond the originally assigned period if:

(1) SMS goals have not been achieved.

(2) Student fails an academic test, or receives a grade of UNSAT while on SMS.

(3) Reasonable progress towards completing SMS goals has not been demonstrated.

(4) The SMS extension shall be annotated on the original SMS Supplementary Jacket Form under SMS Extension. The NFS and administering officer shall both sign the SMS extension. The administering officer will make a new copy of the form and give the copy to the NFS to be placed in his or her junk jacket. The original signed copy shall be placed in the SMS Binder located in STUCON under the ACTIVE SMS tab. The NFS shall not be given the original paperwork for any reason.

i. SMS Outcome. Once students have achieved their SMS goals they shall return to normal training. If a student is unable to meet the specific goals of SMS, the student **shall** progress to a Command-Directed FPC. Documentation for unsuccessful removal from SMS shall include the specific goal(s) not achieved.

j. SMS Removal

(1) As soon as the requirements for SMS have been met it is the responsibility of the NFS to ensure written removal from the SMS program [within one working day of the completion of requirements]. Unnecessary continuance of SMS can lead to inefficient scheduling. **The student shall continue to meet all requirements of SMS assignment until removed from SMS in writing on the SMS assignment Supplementary Jacket Form.**

(2) SMS removal shall be annotated on the original SMS Supplementary Jacket Form. The NFS and removing officer shall both sign the SMS removal section of the SMS Supplementary Jacket Form. The removing officer will make a new copy of the form and give the copy to the student to be placed in his or her junk jacket. The SMS Guidance Form may be removed from the student's junk jacket. The original signed copy shall be placed in the SMS Binder located in STUCON under the COMPLETED SMS tab. The NFS shall not be given the original paperwork for any reason.

k. SMS Supplementary Jacket Form. All original SMS paperwork will be held in the SMS Binder in the STUCON office until completion of SMS. The STUCON Officer, or designated staff representative, will check this binder periodically for new SMS assignments, extensions, and removals. When a student is removed from SMS in writing, the original paperwork will be

placed under the COMPLETED SMS tab to reflect this removal. STUCON will file the supplementary ATF in the student's ATJ. The student shall not be given the responsibility of transferring the original paperwork to STUCON. Original paperwork removal from the SMS Binder and transport of this paperwork shall be via the STUCON Officer of his/her designated staff representative only.

6. Student Responsibilities

a. All students shall know when SMS is triggered.

b. All students shall notify the STUCON Officer and the applicable Schedules Officer of any event failures within one workday.

c. All students shall notify their Class Advisor of SMS assignment within one workday.

d. Flight Suits. Students on SMS shall wear their respective service uniform to all events with the exception of watch, flights and simulators. A NFS on SMS may wear their flight suit for the entire workday on which they are scheduled for a flight or simulator.

e. SMS Muster. All SMS students not on the flight schedule shall observe working hours of 0730-1630. During working hours, students assigned SMS must maintain a presence in squadron spaces; defined as the VT-86 Hangar, Griffith Hall, VT-86 T&C Building, or the Simulator Building. The exception to this rule is that students are allowed meals and PT on NAS Pensacola during working hours. If required, students may also go to medical (on or off base). Regardless of being on the flight schedule or not, students shall not miss a muster.* SMS muster shall be conducted at the duty desk with the CDO and adhere to the following:

(1) Unless scheduled for an event, physically muster at: 0730, 1000, 1400, and 1630.*

(2) Students shall ensure their musters are annotated in the SMS log.

***DO NOT VIOLATE CREW REST IN ORDER TO MUSTER!**

f. SMS students may be ineligible for cross-country events while on SMS.

g. SMS students may be restricted to being scheduled for only one graded flight or simulator event per day.

h. Failure to adhere to these restrictions, or failure to meet SMS goals, shall result in a FPC.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

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8. Review and Effective Date. Per OPNAVINST 5215.17A, VT-86 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



J. R. LOSIEVSKY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the VT-86 Website, <https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>

**Event Failure, STUDENT MONITORING STATUS (SMS), Initial Progress Check (IPC),
and Final Progress Check (FPC) Policy**

Ref: (a) CNATRAINST 1500.4H
(b) CNATRAINST 1542.164A

1. Event Failure

a. When an NFS fails any Multi-Service NFO Training System (MNTS) event (flight or academic), the NFS shall execute the following:

- (1) NFS shall notify their Class Advisor within one working day.
- (2) NFS shall notify the STUCON Officer and Schedules Officer within one working day.

2. Student Monitoring Status (SMS)

a. The STUCON Officer, Schedules Officer, or Class Advisor shall be responsible for administering students to SMS. SMS assignment shall be documented on a SMS Supplementary Jacket Form. Per references (a) any NFS who receives two UNSATs in a block of training or three UNSATs within a phase of training [excluding extra training (XXX87) or Warm-Up (XXX86) events], shall be placed on SMS. In order to identify marginal performers, students assigned to VT-86 shall be placed on SMS if any of the following triggers occur:

- (1) Arrive at VT-86 with four or more UNSATS in Primary and/or Intermediate phase.
- (2) Failure of two academic quizzes.
- (3) Receives a Ready Room UNSAT (RRU)*
- (4) Fails any event that requires a progress check, e.g., failed checkride, second consecutive failure, third failure in block, or failed Initial Progress Check (IPC).*
- (5) As directed by the OPSO or above. The OPSO will consider any instructor recommendation for SMS due to academic, flight, or personal issues requiring supervisory attention.

* If the student has had no prior UNSATS, the instructor may elect to not place the student on SMS.

b. As directed by the Operations Officer (OPSO) or above. The OPSO will consider any instructor recommendation for SMS due to academic, flight or personal issues requiring supervisory attention.

3. SMS Goals. All SMS goals shall be annotated on a SMS Supplementary Jacket Form (SJF). A copy of this Form will be placed in the NFS's junk jacket. The original SMS SJF will be placed in the SMS binder in STUCON. The SMS SJF shall detail the SMS period, requirements and goals.

4. Student Responsibilities

a. All students shall know when SMS is triggered.

b. All students shall notify the STUCON Officer and the applicable Schedules Officer of any event failures within one workday.

c. All students shall notify their Class Advisor of SMS assignment within one workday.

d. Flight Suits. Students on SMS shall wear their respective service uniform to all events with the exception of watch, flights and simulators. A NFS on SMS may wear their flight suit for the entire workday on which they are scheduled for a flight or simulator.

e. SMS Muster. All SMS students not on the flight schedule shall observe working hours of 0730-1630. During working hours, students assigned SMS must maintain a presence in squadron spaces; defined as the VT-86 Hangar, Griffith Hall, VT-86 T&C Building, or the Simulator Building. The exception to this rule is that students are allowed meals and PT on NAS Pensacola during working hours. If required, students may also go to medical (on or off base). Regardless of being on the flight schedule or not, students shall not miss a muster.* SMS muster shall be conducted at the duty desk with the CDO and adhere to the following:

(1) Unless scheduled for an event, physically muster at: 0730, 1000, 1400, and 1630.*

(2) Students shall ensure their musters are annotated in the SMS log.

***DO NOT VIOLATE CREW REST IN ORDER TO MUSTER!**

f. SMS students may be ineligible for cross-country events while on SMS.

g. SMS students may be restricted to being scheduled for only one graded flight or simulator event per day.

h. Failure to adhere to these restrictions, or failure to meet SMS goals, shall result in a FPC.

5. SMS Removal

a. As soon as the requirements for SMS have been met it is the responsibility of the NFS to ensure written removal from the SMS program [within one working day of the completion of requirements]. Unnecessary continuance of SMS can lead to inefficient scheduling. The student shall continue to meet all requirements of SMS assignment until removed from SMS in writing on the SMS assignment Supplementary Jacket Form.

b. SMS removal shall be annotated on the original SMS Supplementary Jacket Form. The NFS and removing officer shall both sign the SMS removal section of the SMS Supplementary Jacket Form. The removing officer will make a new copy of the form and give the copy to the student to be placed in his or her junk jacket. The SMS Guidance Form may be removed from the student's junk jacket. The original signed copy shall be placed in the SMS Binder located in STUCON under the COMPLETED SMS tab. The NFS shall not be given the original paperwork for any reason.

6. Initial Progress Checks (IPC)

a. Initial Progress Check is triggered by:

(1) Two consecutive UNSATS in a block.

(2) Three cumulative UNSATS in a block.

(3) An UNSAT check event (XXX90).

(4) A Ready Room Unsatisfactory (RRU).

(5) At the discretion of the Operations Officer or Commanding Officer when there is doubt regarding the NFS's potential to successfully complete the syllabus.

(6) For the purposes of determining IPC triggers, UNSATs on events coded XX84, XX85, XX86, and XX87 shall not be used. However, instructors retain the ability to award a "count" UNSAT on a WU or ET event for flagrant safety or flight rule violations, unsatisfactory procedural knowledge, or grossly unsafe performance that is not delay-related.

b. IPC Outcomes

(1) Passing returns the student to normal syllabus flow.

(2) An UNSAT IPC results in an FPC.

(3) Upon completion of an IPC, the NFS will sign the Supplemental ATF with the IPC Instructor recommendations.

7. Final Progress Checks (FPC)

a. Final Progress Check is triggered by:

(1) Failure of an IPC.

(2) In any case where an NFS has undergone an IPC in phase and subsequently meets any of the IPC triggers listed above.

(3) Two academic examination failures in phase.

(4) Four cumulative UNSATs in a phase, including academic failures.

(5) Failure to meet SMS goals.

(6) At the discretion of the CO when there is doubt regarding the NFS's potential to successfully complete the syllabus.

b. FPC Outcomes:

(1) Passing returns the student to normal syllabus flow.

(2) An UNSAT FPC results in an attrition recommendation to the TRAWING Commander and a Training Review Board.

c. Upon completion of an FPC, the NFS will sign the Supplemental ATF with the FPC Instructor recommendations.

Upon signing your name below, student understands the event failure, SMS and progress check policy and procedures.

Printed Rank Name _____

Signature _____ Date _____

13 OCT 2016

TRARONEIGHTSIXINST 1500.1B

CNATRA-GEN 1542/16 (REV. 3-74)

VT-86 Edition: AUG 2016

S/N 0197-CF0-4221

STUDENT MONITORING STATUS (SMS) SUPPLEMENTARY JACKET FORM

STUDENT: _____ CLASS: _____

STUDENT MONITORING STATUS ASSIGNMENT

Naval or International Flight Student (NFS) has been assigned to SMS to address marginal performance and/or personal issues IAW CNATRAININST 1542.164A. While on SMS, the NFS shall meet the specific requirements tailored to correct his/her deficiencies and properly document progress. If the NFS fails to meet SMS goals, requirements or performance does not improve, the NFS shall proceed to a Final Progress Check (FPC). OPS shall maintain the original ATF until removal from SMS. Once removed from SMS, STUCON shall place this form in NFS's ATJ.

TRIGGER: ☐ CHECK IN ☐ 2 CONSEQ UNSATS ☐ 3 TOTAL UNSATS ☐ ACAD FAILURE ☐ OTHER

DETAILS: _____

STAGE: ☐ FAM ☐ STRIKE ☐ CAS ☐ BFM ☐ AWI EVENT: _____

PERIOD: The NFS shall be removed from SMS once all SMS goals and requirements have been met. The NFS shall remain on SMS until _____. NFS shall continue to meet SMS requirements until SMS removal counseling has been accomplished in writing (see below).

REQUIREMENTS: NFSs shall: document the completion of all requirements in his/her junk jacket; report to their Class Advisor and Student Control Officer within 1 working day of SMS assignment; report to the applicable Schedules Officer within one working day following ANY event failure.

Cross Country Eligible: ☐ YES ☐ NORestricted to one graded flight or simulator event per day: ☐ YES ☐ NO

SMS GOALS: _____

STUDENT SIGNATURE: _____ DATE: _____
(I have read and understand all of the above)

FLIGHT LEADER/OPSO/STUCON OFFICER: _____ DATE: _____

STUDENT CONTROL: _____ DATE: _____

SMS EXTENSION

Due to: _____ on _____ (date), SMS period is extended through _____. Student shall continue to meet the above requirements.

STUDENT SIGNATURE: _____ DATE: _____

FLIGHT LEADER/OPSO/STUCON OFFICER: _____ DATE: _____

STUDENT CONTROL: _____ DATE: _____

SMS REMOVAL

After successfully achieving SMS goals and meeting all requirements student is removed from SMS. Additional comments: _____

STUDENT SIGNATURE: _____ DATE: _____

FLIGHT LEADER/OPSO/STUCON OFFICER: _____ DATE: _____

STUDENT CONTROL: _____ DATE: _____

SIGNATURE (Instructor)

TRARON
VT-86NOTE:
Copy to NFS Junk Jacket

STUDENT'S NAME (Last, first, middle initial)

DATE

SIGNATURE

SUPPLEMENTARY JACKET FORM (ATF)

Enclosure (2)